



City of Greenwood Engineering Department

225 South Emerson Ave, Suite A, Greenwood, IN 46143
voice (317) 887-5230 * fax (317) 865-8242

This is a sample form for: **Subdivision Performance Letter-of-Credit**

(to be submitted on letterhead of bank)

Irrevocable Credit No. _____

To: City of Greenwood Board of Public Works & Safety
2 North Madison Avenue
Greenwood, Indiana 46142

Gentlemen:

We hereby authorize you to value on us for the account of: (insert Developer Name & Address)

For a sum or sums in United States of America Dollars not to exceed a total of (insert dollar amount) by your draft at sight.

This Letter of Credit will be for the performance of the construction of (insert specific Improvement being bonded) in (insert specific project name).

Draft to be accompanied by beneficiary's signed statement that (insert Developer's Name) has not performed or complied with the terms of the construction plans requirements of said project. This statement must also outline the specific area of problems.

This Letter of Credit is effective as of (insert current date) and shall expire on (insert date at least one year from current date), but such expiration date shall be automatically extended for a period of one year on (insert current expiration date), and on each successive expiration date, unless a release is received from the City of Greenwood, or we notify both the City of Greenwood and (insert Developer's Name) by certified mail, at least ninety (90) days before the current expiration date, that we have decided not to extend this Letter of Credit beyond the current expiration date. In the event of such notification by us, the credit established by this Letter shall be available to the City of Greenwood upon its sight draft or demand for payment for ninety (90) days after receipt of such notice by the City of Greenwood as shown on the signed return receipt.

All drafts must be marked, "Drawn under (insert Bank's Name), Irrevocable Credit Number (insert Irrevocable Credit Number)."

We hereby agree with you that draft(s) drawn under and in compliance with the terms and conditions of this credit shall be duly honored on due presentation to the drawee.

Sincerely,

Bank Name (printed) _____

BY: Signature of Bank Official _____

Bank Official Name & Title (printed) _____

ATTEST: Signature of Bank Official _____

Bank Official Name & Title (printed) _____